

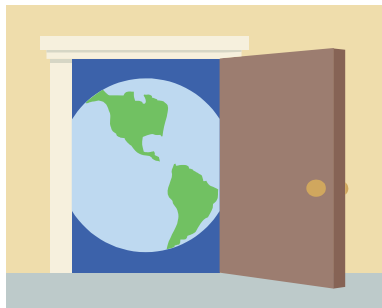
WELCOME TO THE SOUTH DAKOTA BRAILLE & TALKING BOOK LIBRARY

I am the library. I am
neither walls nor shelves
nor even the books that
stand on rows.



I am the wisdom of the universe,
captured and arranged for you.

I am an open door



WELCOME TO YOUR LIBRARY



What will you find when you accept this invitation to enter the South Dakota Braille and Talking Book Library (SDBTBL)? Bounded by neither walls nor shelves, the library reaches out across the state to all South Dakotans who are unable to use standard print.

How can you reach for its books, its wisdom, its resources, its delights? This handbook is designed to help you discover the library's treasures. Some of the treasures are contained in the books the library houses. Others are found in the people - staff and volunteers who provide their time, energy and skills to build the book collections and to maintain and circulate the books and playback equipment.

Mission of the Library

The mission of the library is to provide equal access to print materials in a format acceptable to all citizens of South Dakota who cannot read standard print. The inability to read standard print may be caused by a visual impairment that prevents seeing the print, a physical disability that prevents holding the materials and/or turning the pages, or a learning disability caused by an organic dysfunction. The alternative formats include large print, braille and recorded cassette.

National Library Service For the Blind & Physically Handicapped



The National Library Service for the Blind and Physically Handicapped (NLS) administers a free library program of braille and recorded materials. These materials are then circulated to eligible borrowers through a cooperative network of 57 regional and 83 sub-regional libraries.

In 1931 an act of Congress established the National Library Service to serve blind adults. Congress expanded it in 1952 to include children, in 1962 to provide music materials and again in 1966 to include the physically handicapped.

Under a special provision of the U.S. copyright law and with permission of authors and publishers of works not covered by the provision, NLS selects and produces full-length books and magazines in braille and on cassette.

Eligibility and Application for Services

South Dakota residents can sign up for library service by completing an application available from the Braille & Talking Book Library or through our website (www.sdstatelibrary.com/b&tb).

Anyone who is unable to read standard print as a result of either a temporary or permanent visual or physical limitation may receive service.



Any visual impairment that makes reading difficult will qualify you for services. You do not have to be legally blind to qualify. The library also gives services to people with physical limitations such as cerebral palsy, multiple sclerosis and muscular dystrophy to name a few. We will ask that you provide the signature of a certifying authority – a person such as a doctor, social worker or counselor – who can verify your visual or physical limitation.

A Note about Reading and Learning Disabilities

The definition of learning disabilities varies and may include not only reading disabilities and dyslexia, but also problems with spoken language, writing or reasoning ability. Because the NLS talking book program is a service for blind and physically handicapped individuals, all applications must be based on a physical disability.

The certifying authority, as defined by the federal law governing the program (Public Law 89-522), must determine that the reading disability is severe enough to prevent reading standard print in a normal manner and the cause is physically based; that is, an organic dysfunction. The competent authority that certifies (signs) such applications must be medically able to judge whether the disability has a physical or organic basis. This means that only a doctor of medicine (M.D.) or a doctor of osteopathy may sign the application form in the case of a reading disability.

Confidentiality



The reading records of library users are confidential. Your records are kept as long as you are an active user. If you move to another state, you may request that we transfer your records.

Cost



All services you receive are at no charge to you. We loan you all books and playback equipment. There is no postage charge for returning the materials. All books, magazines, catalogs, and equipment are sent to a reader as “Free Matter for the Blind” and may be returned the same way (see Mailing, page 16). This program is tax supported by federal, state and where appropriate, local government.

The Collection



The Braille & Talking Book Library collection has about the same selection of titles you would find in a moderately sized public library. Both fiction and nonfiction books have been selected for all age groups. Our fiction collection contains many titles in the areas of westerns, mysteries, romances, bestsellers, suspense, science fiction, etc. The nonfiction collection contains biographies, religious works, science, history, etc. We also have a South Dakota collection that contains books about South Dakota, books written by South Dakota authors, books recorded in South Dakota and many others. Our collection does not contain textbooks or other more specialized scholarly materials (see Other Programs, page 10).

A talking book is the same word-for-word as the print text. The text is not edited. This is important to remember if you object to books containing strong language, violence or sex. The annotations in the catalogs do state when any of these three factors are present in our books. If you choose not to receive such books, the South Dakota Braille & Talking Book Library will not select them for you. However, if you request a book that does contain strong language, violence, or sex, we will send it.

Catalogs

Talking Book Topics (TBT) is a catalog published bimonthly in large print, cassette and on computer diskette and is distributed free to our talking book readers. It lists recorded books and magazines; the annotated list in each issue is limited to titles recently added to the national collection. Your catalog comes with a large print order form. You can simply check the book you want and send the form to the Braille & Talking Book Library in Pierre.

Braille Book Review (BBR) is published bimonthly in large print, braille, and on computer diskette formats and is distributed free to our braille readers. Your catalog comes with a braille order form. You can simply check the books you want and send the form to the Braille & Talking Book Library in Pierre.

Cumulative (TBT)

This catalog lists adult cassette books produced by NLS during the year and replaces six of the bimonthly Talking Book Topics issues for that year. Books are listed alphabetically within subject categories under nonfiction and fiction headings.

Magazines

You can subscribe to a variety of magazines in both braille and on recorded cassette. For a complete listing of the magazines, contact your Reader Advisor and request the publication titled Magazines in Special Media.

This publication also includes titles of other periodicals produced by private organizations and other agencies. Some of these agencies may charge a subscription fee. You are responsible for all costs, we cannot pay any subscription fees for you.



Subscribing to National Library Service Magazines

To subscribe to a National Library Service (NLS) magazine, call or write your Reader Advisor. They will process your request.

Subscription processing can take six to eight weeks to complete. You will receive the first issue approximately two months after you place your order. You may order as many magazines as you would like.

These free magazines are mailed directly to you each time the magazine comes out (weekly, monthly, etc.). Most magazines are yours to keep. Some magazines must be returned, and these will have a reversible mailing label.

Other Magazines You Can Borrow

You may also request a subscription to any of the following magazines. Each one has a reversible mailing label and must be returned to the library. To subscribe to any of the magazines listed below, call or write your Reader Advisor.



Reader's Digest
AARP Bulletin
Country
Dakota Farmer
Deadwood Magazine
In-Fisherman
Journal of Rehabilitation
National Geographic Traveler
Redbook
Smithsonian
SD Conservation Digest
SD Electric Coop. Connections

Newsweek
Bishop's Bulletin
Country Woman
Dakota Outdoors
Good Old Days
The Lions
Midwest Living
ND Outdoors
Reminisce
SD Magazine
Southern Living
Walleye

Children's Services

The library has both fiction and nonfiction books for children in print/braille, braille, and cassette formats. Materials in the collection begin at the preschool level. Books for very young children are not part of the program because they usually contain more illustrations than text. We also do not provide books in standard print. If your child needs to "read along" with the recorded books on tape, please check either your school library or your local public library.



Print/Braille Books

Print/braille books are picture books written for very young children. The original print, complete with pictures, is rebound with braille text pages interleaved between the print pages. Print/braille books are also known as "twin vision" books.

These books are excellent for sharing between blind and sighted individuals. Our print/braille collection contains both fiction and nonfiction books.

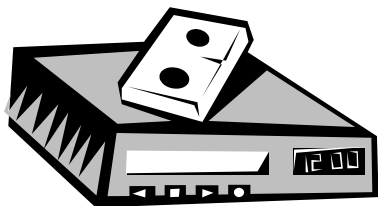
Magazines for Children

The National Library Service (NLS) produces magazines for children. Some titles included are Cricket, National Geographic World, Spider and Sports Illustrated for Kids. To subscribe to a magazine, please call your Reader Advisor.

Summer Reading Program

Each summer the library organizes a summer reading program for children and young adults. The program varies from summer to summer but is designed to encourage children and young adults to read. Call the Library for details about the current program.

Descriptive Video Service



Descriptive videos are movies that carry special narration between the dialogues to describe the action for visually impaired viewers. To watch these movies, you must have access to a VHS videocassette player (VCR) and a television set. This equipment is not available from the library. You need no other special adaptation to hear the description.

This service is “on demand” only. That is, we will only send you a video when you contact us. We lend only two descriptive videos to you at a time because of the limited size of our collection. Thus, we cannot send you another video until you have returned the earlier one and we have checked it in. **The loan period for videos is one week.**

If the Descriptive Video’s are damaged you are responsible for the replacement cost of the video.

Although we cannot pick out movies for you, we can keep a list of videos you wish to receive. We will then choose an available title from your list when you call to order another video. To borrow a movie, contact your Reader Advisor.

Library Service to Institutions

Talking book service is made available to institutions and agencies whose clientele might be expected to include blind or physically handicapped persons eligible for materials from the National Library Service for the Blind and Physically Handicapped (NLS). Such institutions and agencies include schools, hospitals, retirement homes, nursing homes



and rehabilitation centers. The institution must assign a specific staff member to be responsible for equipment, talking books and any accessories provided by the Library to an institution. These items are federal property, and institutions are held accountable for their location and condition. For more information about library service to institutions or to request the separate application form, please call the library and ask for your Reader Advisor.

Other Programs Available

Information on special programs, such as large print books, is available for registered readers who cannot easily read conventional size print.

Textbooks are available in braille, cassette and large print for K-12 education programs.

Radio Talking Book is a cooperative program between the SD Braille & Talking Book Library, Services to the Blind & Visually Impaired and SD Public Radio. Individuals that sign up for the Radio Talking Book Program are sent a radio that broadcasts several South Dakota newspapers as well as various books and publications throughout the day and night.

The South Dakota News Telephone Reader is a program that allows individuals to access South Dakota newspapers via toll-free telephone access. The telephone news reader is available 24-hours a day, seven days a week and uses a synthetic voice to read the news. Please contact your Reader Advisor if you are interested.



Frequently Asked Questions

How many books will I receive at one time?

Depending on the type of service you have (see Ordering and Receiving Books, page 14), most people prefer to receive between three to five books. If you want more books than this, you can ask to have your maximum number raised. If you want fewer, you can have it lowered.

How many books should be on my request list at one time?

You should have at least 50 books on your initial book list, and then add new titles to that list as often as you like. You will not receive all 50 books at once. With 50 books to choose from, the Library can be sure to have something available for you to read.

What information should be on my request lists?

You may order books by just the Catalog Number (RC 40000, BR 10248), but if you transpose any number you may get the wrong book. Therefore, it is suggested you also include the book title and possibly the author's name.

What do the Catalog Numbers mean?

The Library numbers books with a two-letter prefix followed by four or five numbers. The prefix identifies the medium in which the book is available. The following list identifies the codes:

BR Braille 

DVS Descriptive Video Service 

RC Recorded Cassette 

SD South Dakota Collection 

Cassettes are generally recorded on four tracks at a speed of 15/16 inches per second (ips) and play for 90 minutes per side (6 hours per cassette).

If I send you a request list of books, which ones will I get first?

Because of the manner in which the automated system reviews your book lists, we send you the books from your oldest list first. This means that books on your most recent list may not be automatically selected for a while.

How can I get a book that I want to read?

If you want to read a book as soon as possible, call the library and tell your Reader Advisor. We will send it to you immediately if it is in. If it is out, we will send the book to you when it becomes available.

Can you select books for me?

Yes. If you find that selecting books from the catalogs is inconvenient, you can let the library know what type of books you like to read. Your Reader Advisor will then select books for you.

What if I am not receiving enough books?

If you are not receiving enough books, the reason may be that you are not sending your books back regularly. Another reason may be that your maximum number of books needs to be increased. Call your Reader Advisor to discuss this problem.

Can I order books "on demand" only?

Yes. You can request that books be sent to you only when you call to tell us that you want one/some. This way you will not have a constant flow of books. You will only receive the books that you specifically ask for at the time that you make your request.

How long can I borrow a book?

The standard loan period for a braille or talking book is six (6) weeks. If you need to keep a book longer, call and ask us to renew it.

What if I go on vacation?

Call the Library and request that we put you on temporary hold until you come back. Then notify us upon your return.

I go out of state for the winter. Can I still get books?

Yes. If you are moving for just a few months but will return to South Dakota, we can temporarily change your address. Just before you return to South Dakota, call your Reader Advisor to change back to your original address.

Do you charge fines for overdue books?

No. The library does not charge overdue fines. There is also no charge for a book that is damaged during normal use. If you receive a damaged book, simply send it back and mark "defective" on the mailing label.

Loan Policy



Our book loan period is six (6) weeks. We ask that you try to return your books within this time period. No fines for overdue items will be charged. However, borrowers are urged to observe the loan period in order to ensure that materials are available for other readers.

Reader Advisors will work with you to establish a borrowing limit. A borrower in good standing may have that limit of books in any combination of formats (braille, cassette) checked out to him/her at any one time. Once a borrower reaches the maximum number of books, no additional books will be sent until books are returned. For each item returned, a replacement will be sent to the borrower. In

special circumstances, a borrower may request an increase in the maximum number of books.

It is also important for you to remember that the equipment you receive from us is **ON LOAN** just like the books. The equipment is property of the federal government, and its use is restricted to active users of the recorded books issued by the National Library Service for the Blind and Physically Handicapped (NLS). You may use the equipment to play tapes you may have from any source, but if and only if you are also receiving tapes from the Braille and Talking Book Library. To remain active in the Braille and Talking Book Program you must order at least one book a year. Eligible readers who borrow books from the Braille and Talking Book Library accept responsibility for using books with reasonable care, returning materials to SDBTBL according to established loan policies, and not losing or damaging materials through negligence. Violation of this policy may result in suspension of some or all library services (see Suspension, page 20).

Borrowers may NOT lend books, magazines, or equipment to other persons.

Repeated verbal abuse of South Dakota Braille and Talking Book Library staff by a borrower may also result in suspension of library services (see Suspension, page 20).

Ordering and Receiving Books

Types of Services

There are different ways to regulate the number of books you wish to receive.



The simplest way is the "turnaround." This means when you return a book to us we will automatically send you another.

2 A second method is to have books sent only when you ask for them – “on demand.” This means, however, that no matter how many requests are in your file, we will NOT send you a book unless you ask for one.

3 The third method is to have only books from your request list sent – “list only”. When you return a book, another book from your list will be sent out.

Request List

You may choose all your own reading materials, or you may want a combination of two methods.

1) You may send us a list of titles, authors and/or subjects that you would like to read. These will be kept on file and books will be selected according to your type of service.

2) You may allow your Reader Advisor to select books for you based on the subject preferences you marked on your application. Your Reader Advisor can choose for you, sending selections based on subject preferences determined by you. If there are any special titles or authors you wish to read, these books can be sent to you as well.

Special Requests

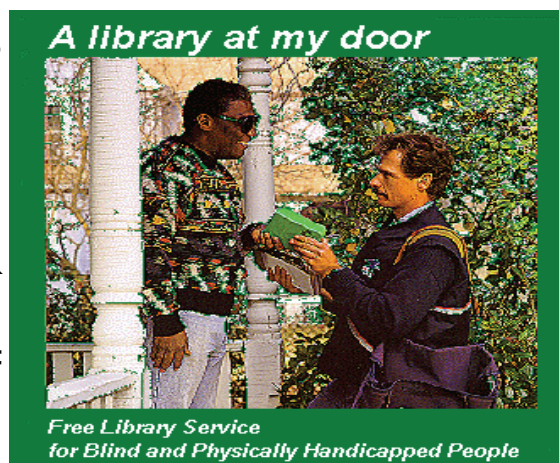


You can also request that the Library compile a list of books on a subject or author of your choice. If you make this type of request, make sure that you narrow your requirements sufficiently to make the list manageable. For example, a list of books on the history of the Civil War would be far more manageable than a request for books on history. Your Reader Advisor will be happy to work with you on refining your requests.

Mailing

Returning Books and Magazines

Materials come with a removable address card. When turned over, it will show our name and address for return mailing. When you are finished with a book, turn the mailing label over so the Braille & Talking Book Library's address is showing. Replace the label in the outside holder of the mailing container and drop the container in a mailbox.



There is no postage charge for returning materials. All books, magazines, and equipment are sent to you as "FREE MATTER FOR THE BLIND" and may be returned the same way.

Free matter privileges are the result of Public Law 91-375, which allows free mailing of large print, recorded, and braille materials for persons with disabilities. If you encounter any problems with mailing your books via "Free Matter", please call your Reader Advisor.

We mail books, magazines and playback machines to you using the U.S. Postal Service. Please note that we cannot mail books to you using any other mail services such as UPS, Federal Express or Priority Mail.

Types of Playback Machines

All the playback equipment and accessories have been designed for easy operation by disabled readers. All playback equipment is loaned to you free of charge for as long as you are actively borrowing books. We allow each reader one (1) cassette player. In order to play talking book cassettes, you will need special playback equipment. This is

because our talking book cassettes are not recorded the same way that commercial cassettes are recorded.

An ordinary cassette plays for sixty to ninety minutes. Using the special four-track, half-speed National Library Services (NLS) format, a tape that would normally play only ninety minutes can play for six hours. The additional playing time helps save money on the number of cassettes needed and makes books

easier to use. Also, the NLS format makes the books unusable by the public, a requirement under the U.S. copyright law that permits NLS free use of copyrighted material.



Talking book cassette machines come with written, braille, and recorded instructions explaining how to operate them. If you need more assistance in learning how to operate your machine, please call and ask for the Machine Agent.

Standard Cassette Player (C-1)

The Standard Cassette Player (also called C-1) allows readers to control the playback speed of cassette books and to review or skip over material. This machine has a built-in, re-chargeable battery pack that allows for up to six hours of operation without being plugged into a standard electrical outlet. Talking book cassette machines are players ONLY. They do NOT record.

The battery in a Standard Cassette Player is rechargeable. **The best way to use your cassette player is to use the battery until it runs down completely.** You will know when this happens because, although the tape may continue to turn, you will no longer be able to hear the reader. When the battery runs down, plug the cassette player into a standard wall outlet. Recharge the battery for 12 to 14

hours **before** you attempt to use it again. It is better not to use the player while it is plugged in because doing so will greatly reduce the life of the battery. After you fully recharge the battery, unplug the player and replace the cord in its holder. Do not plug the player in again until the battery wears down. This procedure will ensure the longest life of your battery.

Easy Cassette Player (E-1)

The Easy Cassette Player (also called the E-1) is designed for more automatic operation and eliminates the need to change sides. However, it lacks the versatility of the Standard Cassette Player. The E-1 is provided to patrons who cannot manipulate the controls of the Standard Cassette Player. The E-1 must be plugged into an electrical outlet. It is not equipped with a battery.

Accessories

Headphones



Cassette players are equipped with headphone jacks. Headphones are not, however, automatically furnished with your machine. If you live under circumstances where you need headphones to listen your talking books, you will need to buy your own. You need to select monaural headphones with a one-quarter inch headphone jack.

Pillow Speaker

A pillow speaker is placed under your pillow and is normally heard only by you. Pillow speakers are only available for readers confined to bed. They may be used with any playback machine. There is no charge for this service. Contact your Reader Advisor to request a Pillow Speaker.



Amplifiers

An amplifier/headphone combination that will produce sounds up to 130 decibels is available for readers with severe hearing loss. A special application form is necessary and must be signed by a physician or licensed audiologist.

The application has details about the possible need for a doctor's permission and what special precautions are necessary to prevent injury. These units are supplied at no charge directly by NLS.

Remote Control Unit

Readers confined to bed or who have very limited mobility may request a remote control unit. It turns playback equipment on and off, but it will not control other functions such as volume and speed. Remote control units require a separate application (available from your Reader Advisor). Once the application form is filled out, mail or fax it back to your Reader Advisor. These units are supplied at no charge directly by NLS.

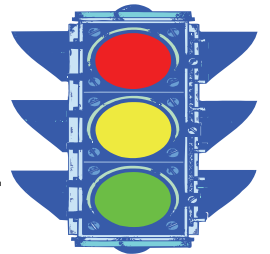
Finger Levers

Finger levers are for readers who have difficulty manipulating the key controls on a Standard Cassette Machine (C-1). They attach to the key controls of the cassette machine. Contact your Reader Advisor to request Finger Levers at no charge.

Changing or Stopping Your Library Service

Call or write us whenever you want to change or stop your library services. For example, you can change your address, the number of books you receive at one time, or the types of books you receive (mysteries, westerns, etc).

If you visit another state and want to receive library service while you are there, call or write your Reader Advisor and explain your



needs. We can send books to your out-of-state address on a temporary basis. If you move to another state permanently, we can transfer your library serves to that state.

If you find that you no longer need our library service, please call your Reader Advisor and request that your service be cancelled. You will then need to return any library books and/or equipment that are in your possession.

Suspension Procedures

In the event any of the policies outlined in this handbook are repeatedly violated, the borrowers' service may be suspended for a period of time, not exceeding six (6) months, after receiving written warning and an opportunity to reply. If, after suspension of service, policies continue to be violated, service may again be suspended.

In the event of suspension, the following steps will be taken:

- 1.Braille and Talking Book Library will first discuss the problem with the patron by telephone, and then send a warning letter summarizing the problem and the discussion. The borrower will be given the opportunity to respond.
- 2.If service violations recur, a second written communication will be sent to the borrower announcing immediate suspension. The earlier warning letter will be cited along with examples of subsequent violations. The borrower will be given the opportunity to reply within 30 days. Service may be suspended for a period up to six (6) months. A specific date for resumption of service will be included in the second written communication.
- 3.Upon resumption of service, a letter of notification will be sent



to the borrower. The letter will also include a reminder that further violations may result in another suspension.

Contacting Us

We hope that if you have any problems or questions, you will contact us. We enjoy getting to know you, and we want you to be happy with your library service.

Location: The South Dakota Braille & Talking Book Library occupies the second floor of the South Dakota State Library in Pierre, South Dakota.

Address: South Dakota Braille and Talking Book Library
800 Governor's Drive
Pierre, SD 57501-2294

Telephone: Toll-free number: 1-800-423-6665
Local number: 605-773-3131

e-mail: talkbkreq@state.sd.us



Business Hours: 8:00 a.m. to 5:00 p.m. Central Time, Monday-Friday. Voice mail is available after hours, on weekends and holidays.

For more information about SDBTBL, visit our website at:
www.sdstatelibrary.com/b&tb

6 Things You Can Do to Improve Your Library Service

1. Rewind all cassettes in every book. Your help in rewinding cassettes will shorten the time needed both to process your returned books and to send new books out to you.
2. Send each book back to the Library when you have finished it. This will make the book available for others as well as guarantee you a steady flow of books.
3. Update your request list regularly. This will ensure that you always have a book to read.
4. Review your magazine subscriptions at least once a year. This will help you receive only the magazines you want to read.
5. Call your Reader Advisor whenever you have a question, problem, or if you need some reading suggestions. You can call the Library toll-free at 1-800-423-6665. Last names starting with A-I ask for Mary, J-R ask for Carrie and S-Z ask for Brian.
6. If you have library books or machines that you are no longer using, please call the library and let us help you return them for others to use.

